

2010 - 2012 PUBLIC ACCOUNTING FIRM RENEWAL COMPLIANCE FORM

**(THIS FORM MUST BE COMPLETED BY ALL FIRMS RENEWING LICENSE TO PRACTICE)**

GEORGIA STATE BOARD OF ACCOUNTANCY

IF ALL SUPPORTING DOCUMENTATION FOR PEER REVIEW IN ACCORDANCE WITH BOARD RULE 20-13-.02 IS NOT ATTACHED, THIS APPLICATION MAY BE RETURNED AS INCOMPLETE. Your registration will not be renewed until this information is reviewed and approved by the Board.

**IMPORTANT!!**

**Renewal Deadline:** June 30, 2012.  
Your Public Accounting Firm Registration expires on **June 30, 2012**. Complete this form, sign and return with all Peer Review documentation by June 30, 2012.  
**Late renewal:** July 1, 2012 – September 30, 2012, late renewal fee \$325.00. Complete this form, sign and return with all Peer Review documentation by September 30, 2012.  
**Renewal after September 30, 2012:** Must reinstate. The reinstatement is at the Board’s discretion and the fee is \$575.00 in accordance with Board Rule 20-9.01. Complete this form, sign and return with all Peer Review documentation attached.

Georgia State Board of Accountancy  
237 Coliseum Drive  
Macon, GA 31217-3858  
Questions? Call 478.207.2440

Note: If your firm is changing its name due to the addition or deletion of a partner/owner or shareholder, **you must complete a new application** for registration of firms and offices found at our website [www.sos.georgia.ga/plb/accountancy/](http://www.sos.georgia.ga/plb/accountancy/)

Firm Registration #: \_\_\_\_\_

- 1. List name(s) of all owners, partners, directors, and shareholders personally engaged in the practice of public accountancy in Georgia. (Must hold live permit to practice in Georgia.)

**NAME/CERTIFICATE NUMBER/EXPIRATION DATE** (\*must have an expiration date of December 31, 2013

NAME	CERTIFICATE #	*EXPIRATION DATE

- 2. In addition to the owner, does this firm have one or more employees who hold live permits to practice in Georgia? \_\_\_\_\_ Yes \_\_\_\_\_ No

- 3. Registration of Office(s): Complete the following for every office which performs public accounting services in Georgia (\*Please see “Statement of Policy #14” on the Board’s website for resident manager requirements).

\*Resident Manager’s Name \_\_\_\_\_ Ga. Cert. No. \_\_\_\_\_ Office Address (Physical Location) \_\_\_\_\_

Office #1: \_\_\_\_\_

Office #2: \_\_\_\_\_

Office #3: \_\_\_\_\_

- 4. If main office of firm is outside of Georgia, list state where located: \_\_\_\_\_

I am applying for renewal of my Public Accounting Firm registration, and I authorize the Board to receive from any federal, state, or local criminal justice agency any criminal history regarding me. Under penalty of perjury, I swear or affirm that the information I have provided in this application is correct to the best of my knowledge. I further state that I have read and understand the current rules and regulations of the Georgia State Board of Accountancy, and that I will advise the Board office of any changes in this registration within 30 days of such change.

Signature of Owner or Partner holding live permit to practice in Georgia: \_\_\_\_\_

Date: \_\_\_\_\_

**PEER REVIEW PROGRAM COMPLIANCE REPORTING FORM**

Firm Name: \_\_\_\_\_

Firm Registration #: \_\_\_\_\_

Answer the following questions for the firm:

1. Has the firm issued any of the following reports during the preceding two-year period of July 1, 2010-June 30, 2012?

(a) Audit            Yes \_\_\_\_\_      No \_\_\_\_\_

(b) Review            Yes \_\_\_\_\_      No \_\_\_\_\_

(c) Compilation    Yes \_\_\_\_\_      No \_\_\_\_\_

- If the firm answered “No” to all of the above, the firm is exempt from the peer review program requirements and no further questions on this page of the application need to be answered, **however be sure to enter the address information below.**
- If the firm answered “Yes” to having issued any of the above reports, the firm must report having complied with the peer review requirements described in Chapter 20-13 of the Board rules. See the Board website for the rules: [www.sos.georgia.gov/plb/accountancy/](http://www.sos.georgia.gov/plb/accountancy/)
- If the firm was licensed on or after July 1, 2011, the firm is not required to submit evidence of the Peer Review Requirements. If so, skip the remaining questions but **be sure to enter address information below:**

2. Has the firm met the peer review requirements as described in Chapter 20-13 of the Board Rules? Yes \_\_\_ No \_\_\_

3. **Has the firm enclosed evidence, which includes the peer reviewer’s report and the letter of acceptance issued by the Board-Approved Peer Review Program, that this firm has satisfactorily completed a Board-Approved Peer Review Program during the preceding 3 year period of July 1, 2009-June 30, 2012?**  
 Yes \_\_\_\_\_ No \_\_\_\_\_

- If the firm answered “No” to questions #2 or #3 above, and the firm has issued an audit, review, or compilation report within the 24 months preceding the expiration of the firm’s registration, the following information must be submitted: (a) Any documents related to a peer review of the firm conducted within the 36 months preceding the date of the firm’s registration, and; (b) A letter explaining the failure to comply with the Peer Review Program Requirements.
- **Upon receipt of the above-referenced materials, the Board may deny renewal, waive the peer review requirements, renew with a limited registration, or renew with conditions.**

4. Has this firm enclosed the information described in 3(a) and 3(b) above? Yes \_\_\_\_\_ No \_\_\_\_\_

**ALL FIRMS COMPLETE THE FOLLOWING:**

Business Address (P.O. Box is not acceptable.)			_____		
Street address			(Name)		
_____			_____		
City	State	Zip	(Mailing Address or P.O. Box as will appear on the internet)		
_____			_____		
(E-mail)	(Business Phone)		(City)	(State)	(Zip)
_____			_____		
(FEI Number)					

Mail this form, application fee and Peer Review documents to:

**Georgia State Board of Accountancy  
 237 Coliseum Drive  
 Macon, Georgia 31217-3858**